



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov)

Location: Veterans Home of California, Yountville  
110 California Drive, Yountville, CA 94599

Classification: Hospital General Services Administrator II  
573-230-4754-001

Tenure/Time Base: Full Time, Permanent

Salary: \$4622.00 - \$5576.00

Final File Date: Until Filled

*(Includes a compensation benefits package)*

**NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment**

Description:

Under the general direction of the Director of Operations, the Hospital General Services Administrator II duties include but are not limited to the following:

- Responsible for the performance of the following Departments: Procurement, Central Warehouse, Central Supply, Property, Sanitation, Mailroom and Laundry/Linen Distribution for a facility providing varying levels of healthcare for the aged and disabled consisting of 900 employees, 300 volunteer assistants, and 1,100 residents. There are 110 under this chain of command. Duties include ensuring the California Department of Health and Federal Department of Veterans Affairs standards are maintained in all of these areas. To this end, the position must ensure policies are current and staff trained to those policy standards. In addition to these duties, the position is responsible for ensuring procurement standards and requirements of the State of California are upheld. This includes recordkeeping, tracking purchases, inventory, documentation, and liaison with suppliers. The position must maintain current knowledge of the State of California's procurement and contracting policies.
- Provides supervision and management over departments under Hospital General Services (Procurement, Property, Sanitation, Laundry, Central Supply, Mailroom, Warehouse and Dispatch). Advise Administrator on all aspects of the general services operation. Analyze data and determine staffing requirements. Select staff and evaluate performance. Manage annual budget and prepare budget estimates, budget change concepts and budget change proposals for HGS based on operational need.
- Responsible for the purchasing and procurement of goods and services in accordance with budget requirements. Coordinate with Administration and Financial Services regarding funds expenditure, integrity and accounting requirements on General and non-General Fund purchases. Coordinate with service chiefs and managers on the appropriate method of procuring supplies and services. Review and advise Administrator on procurement issues including reviewing/approving, Intra Office Requisition VHOC – form 5's and purchase orders, ensuring all documents are included and orders meet all State of California regulations such as the Purchasing Authority Manual. Oversee State required programs such as small/disabled veteran business outreach; buy recycled and waste reduction/diversion programs. Prepare monthly, semi-annual and annual small business and disabled veterans business enterprise reports. Prepare quarterly non-competitive bid reports. Prepare annual ethnicity, race and gender report. Prepare budgetary, equipment, and property inventory reports and related documents for the facility and outside agencies. Schedule and monitor annual physical inventory of Central Supply, Central Warehouse and Maintenance Warehouse.
- Coordinate activities of the general services operations with other service chiefs and directors and other services of operations under the Administrator. Develop and implement policies and procedures for the general services operation. Determine priorities and develop, implement and evaluate general services objectives. Ensure policies and procedure documents are current and essential for services for the orderly operations of the facility. Participate on and chair committees as well as represent areas under supervision in the Support Services Quality Improvement Committee, Health and Safety Committee, Donations and Employee Housing Committee.

Desirable qualifications:

Strong communication and customer service skills

Good work ethic

Experience working with Microsoft Office (Word, Excel and Outlook)

Benefits Package

Benefit packages vary; please visit the [www.spb.ca.gov](http://www.spb.ca.gov) website for benefit package information

Who may apply:

Applications will be accepted from individuals with permanent State Service in the class of Hospital Worker, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed. NOTE: All State applications must be postmarked no later than the final filing date. Applications personally delivered, faxed or received via interoffice mail must be received before the close of business at 5:00 pm on the final filing date; no exceptions will be made.

To Apply:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) or the State Personnel Board [www.spb.ca.gov](http://www.spb.ca.gov) to download the application. Submit your completed State Application (Std. 678), and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414.

Testing for State Eligibility:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) OR [www.spb.ca.gov](http://www.spb.ca.gov) for test dates and locations.

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Released: April 2, 2009